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May 4, 1990

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PRIVILEGED AND CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION

Ms. Anne Skillin
Director, Human Resource
Planning & Development
Philip Morris International Inc.
120 Park Avenue, 12th floor
New York, New York 10017

Philip Morris International Records Management Program

Dear Ms. Skillin:

The first step in Philip Morris International's effort to revise and improve its Records Management Program began at a meeting in New York on Thursday, February 22, 1990. At that meeting, our firm, outside counsel to the Company, distributed questionnaires for your completion.

As you will recall, March 16 was set as the due date for return of questionnaires. Inasmuch as we wish to proceed on schedule with this important project, Bradley Brooks has asked me to write to you to remind you that we have not received a questionnaire from you.

We would appreciate your immediate attention to the task of completing the questionnaire and its return to me at the Raleigh address of Hunton & Williams by Friday, May 18, 1990. If you have difficulty in meeting this new deadline, please call me (919-899-3061).

2500072022

Source: https://www.industrydocuments.ucsf.edu/docs/gmdk0000

I shall be glad to answer any questions or to help expedite the return of the questionnaire in any way possible.

Sincerely yours,

Arthur J. DeBaugh

630/6145
cc: Bradley B. Brooks, Esquire

2500072023

Source: https://www.industrydocuments.ucsf.edu/docs/gmdk0000